

# Senior Program Intern Parks & Recreation Department



The City of Hillsboro is accepting resumes for a Senior Program Intern at the Shute Park Aquatic & Recreation Center (SHARC). Under the supervision of staff, this position is responsible for supporting ongoing senior programming, creating a usage tracking process, and creating a user incentive program. The Senior Program Intern is a temporary, part-time, 20 hour/ week internship. Hours will be scheduled M-F, with some evening and weekend work.

Compensation is \$13.74/hour. Resumes will be accepted until April 20, 2018.

## **Internship Process & Timeline:**

**April - May:** Application, Interview & Selection Process

**June - August:** Summer Internship

## **General Description of Duties:**

- Work with all aspects of the senior programs; including but not limited to programming, membership tracking, etc.
- Focus on senior member retention; including but not limited to researching other senior membership programs, connecting with inactive members, connecting with active members, etc.
- Create a process to track senior membership usage, including active and inactive participants
- Create a senior incentive program, with success tracking metrics

## **The ideal candidate:**

- Has an interest in working with senior populations
- Is able to work independently
- Has strong communication skills, and be able to communicate with all patrons at SHARC
- Has an understanding of Microsoft Office programs such as Excel, Word, and Outlook
- Has some accounting and data entry and accounting experience
- Is organized and on time consistently
- Is bi-lingual in English and Spanish

## **Requirements:**

- Must be a Freshman or Sophomore currently enrolled in an undergraduate program
- Must complete and pass criminal background check
- Must be at least 18 years of age and be able to commit to the entire internship

## **How to Apply:**

**Submit letter of interest and resume by April 20, 2018 to:**

**City of Hillsboro Human Resources Department**

**Attn: Jessica Stark**

**150 E Main St. – 2<sup>nd</sup> floor Hillsboro, OR 97123**

**Email: [jessica.stark@hillsboro-oregon.gov](mailto:jessica.stark@hillsboro-oregon.gov) (Senior Program Internship in subject line)**

**Questions? :** Jessica Stark, City of Hillsboro Human Resources Department at

[jessica.stark@hillsboro-oregon.gov](mailto:jessica.stark@hillsboro-oregon.gov)

or at 503-681-6222

# Senior Program Intern

## *Parks & Recreation Department*



### Equal Employment Opportunity

The City of Hillsboro is an Equal Employment Opportunity employer. All qualified persons will be considered for employment without regard to race, religion, color, sex, sexual orientation, gender identity, marital status, familial status, domestic partnership, national origin, political affiliation, age, genetic information, mental or physical disability, credit history or source of income. Applicants who feel their civil rights have been violated at any time during the course of their consideration for employment with the City of Hillsboro should contact the Human Resources Department immediately. Applicants who consider themselves disabled under federal or state law and desire assistance should contact the Human Resources Department.